

18 November 1946

MEMORANDUM FOR MR. HUDDLE:

Subject: Experience and Training Requirements for Senior Professional Positions

The Civil Service Commission has specified experience and training requirements for positions in the federal service which are generally applicable to all agencies.

For the senior professional grades - P-6 through P-8 - a total of at least eight years progressively responsible professional experience in the field in which the appointee will work is required. For positions like the majority of those in ORE, this must be experience in collecting, abstracting or classifying of data for a research project or intelligence report, independent research and writing, college teaching in an appropriate field, etc., which demonstrates the applicant's thorough mastery of the field and his ability to perform the duties of the position he is to fill. In certain instances (e.g., economist positions) a total of ten years experience for the P-8 grade has been required. For positions whose duties include the direction of organizational units, the experience must have given the applicant a comprehensive knowledge of the principles and methods of supervision, administration and management of a professional organization, and must demonstrate his ability to deal satisfactorily with individuals, groups and the public. It is generally provided that study in a college or university in a pertinent field may be substituted for not more than five years experience at the rate of one year of education for nine months experience. The full five years of substitution can be allowed only when all requirements for the Ph.D. degree have been completed.

Agencies like CIC, whose employees are given "excepted appointments", may decide for themselves without reference to the Commission, whether the persons to be appointed qualify; but in making such decisions the agency is obliged to follow generally the minimum experience and training requirements prescribed by the Commission. It is appropriate for the agency to add certain additional and specialized requirements such as knowledge of a foreign area or of a foreign language.

An Executive Order has been issued which provides for establishing committees (to be called Committees of Expert Examiners) in the departments and agencies which would prescribe qualifications for scientific, professional and technical positions peculiar to one department or

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agency, examine applicants, and fill the positions. The War Department sometime ago attempted to set up such a committee for Intelligence Analyst, and similar positions. The Commission considered such positions not to be peculiar to the War Department but to be common to at least the War, State, and Navy Departments, and efforts were made to take interdepartmental action. It is believed that insufficient progress has been made, or is likely to be made in the immediate future to assist us materially in the selection of employees.

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Executive Officer

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